



How to compute the payroll and have a payslip entirely in foreign currencies (EUR, USD, GBP...)

FAQEN134

Prerequisites: Payroll Wage Type User + FAQEN111

V1.0

Objective

Expatriate foreign workers may work in your Company. To do so, it may be necessary in the employment contract negotiated with them that their remuneration be given in a currency other than the Mauritian Rupee and that the pay slip itself be denominated in a foreign currency (EUR, USD, GBP...). In addition, the payment must also be able to be made in foreign currency if desired.

Payroll Mauritius is able to make all these points automatically.

How to do this ?

For this purpose it should be borne in mind that the official currency is and remains the Rupee (MUR) and that all social contributions and taxes must be calculated and paid in MUR.

If you therefore decide to do the payroll and to denominate the payroll sections in foreign currency (in the example that follows in EUR), it will be necessary to apply a conversion rate from the currency (e.g. EUR) to the Rupee (MUR) in order to have the exact amount to be paid to the state collecting bodies.

First of all, you should indicate to **Payroll Mauritius** that **you manage currencies other than MUR** by going to the 'Employer' section and clicking on the [Company] button, then in the "Bank" tab, tick the currencies you wish to manage:

The screenshot shows the 'Payroll' interface for 'ACME Ltd - April 2020'. The 'Employer' section is active, and the 'Company' button is highlighted with a red arrow labeled '1'. Below, the 'Bank' tab is selected, and the 'Other currencies' section is visible. A red arrow labeled '2' points to the 'Company' button in the breadcrumb navigation. A red arrow labeled '3' points to the 'EUR' and 'USD' checkboxes in the 'Other currencies' section, which are checked.

Payroll Mauritius automatically connects daily to the Bank of Mauritius ([BoM](#)) to bring back, when published by the Bank, the overnight conversion rates of the MUR against other currencies. Thus, in absolute terms, for this rate issue, you have nothing to do if the rate thus made available suits you.



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If the rate does not suit you

(and that you prefer to apply the rate of your own bank), you can "force" it by going to the 'Period' section and click on the [Period Settings] button then on the "Currency rates" tab then enter the desired rate in the column "Period rate" and click on [Save] button.

Currency	BOM rate	Period rate
EUR	42.9014	42.5
USD	39.6085	

Thus, **when calculating your payslip in foreign currency**, this rate will be taken (here 42.5) instead of the BoM rate (42.9014).

Now, you have to indicate in **Payroll Mauritius** which Employees are concerned by the payroll in foreign currency.

To do so, go to the form of the concerned Employees, then in the tab "Salary Settings", and in the 'Payslip' zone, in "Currency:" field choose the desired currency in the list that is presented to you when you click on [v] then click on the [Save] button to save the Employee's form.

Salary Payment: Monthly also in custom period

PAYE - Income Tax

TAN: 12204402

Pension Fund No.:

NPF/NSF Contribution

Contribution Code: S2 - STANDARD

Paid By Bank Transfer

Bank One: MCB

Bank Name: Bank One

Bank Account Number: 002477869

IBAN:

Currency: MUR

Printing Language: Default

Currency: EUR



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By starting the slip calculation in the 'Calculate slip' section then clicking on the [Calculate][v] button and choosing the Manual calculation, the amounts of each of the payroll headings remain calculated and presented in rupees :

The screenshot shows the 'PAYROLL' interface for 'ACME Ltd - April 2020'. The 'Calculate' dropdown menu is open, showing 'Manual calculation' selected. The employee list on the left has 'BEEHARRY Sylviana' selected. The calculation table shows the following data:

Code	Sections	Revenue	Deduction
1000	Basic	41,300.00	
2000	Transport	1,760.00	
3001	Commission	8,580.28	
		Net Pay: Rs 47,449.28	

Once you click on the [Validate], the Employee's pay slip is saved and will be presented in full in the selected currency (using the exchange rate you have chosen to use).

The 'Printing Payslip' window shows the following details:

ACME Ltd
 Royal Road
 Port Louis
 Tel: 2221234
 BRN: C12152276

Payslip
 Period Start: 24-Mar-2020
 Period End: 23-Apr-2020
 Salary date: 30-Apr-2020
 Month: Apr-2020
 Advance: Rs 0.00

Employee
 Code: 00010
 Name: BEEHARRY Sylviana
 NIC: B270319993345S
 TAN: 12204402
 Post: Chargée Qualité
 Dept.: PRODUCTION
 Date Joined: 27-Feb-2017

Code	Sections	Revenues	Deductions	Employ
1000	Basic	962.67		
2000	Transport	41.02		
3001	Commission	200.00		
4000	NPS		13.10	26.20

and with a Net to be paid in the chosen currency:

NET PAY	EUR 1,106.01
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Additional Infos.

Payment Method:	Bank Transfer A/C: 002477869 Bank One	Leaves taken (period):	0 local / 0 sick Local Leaves: 22.00 allowed / 0 taken / 22 rem. Sick Leaves: 15.00 allowed / 0 taken / 15 rem.
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How to label Payroll Sections Directly in Currency

If the contractual salary commitment must be in a foreign currency and therefore not be subject to exchange rate fluctuations, it is possible for you to have Payroll sections directly in foreign currency.

All you have to do when adding a payroll section is to specify the currency in which you want to write the wage type.

For example, we would like to add a fixed monthly bonus of €200.

To do this, go to the Employee's file and on the "Payroll sections" tab, click on the [Add Section] button then choose for example the section 3000, indicate 200 and 1 in the formulas (as a reminder, this will give 200×1) and choose the currency of the section EUR: thus the amount of 200 will be understood as 200 EUR, then click on the [Validate Section] button:

The screenshot shows the 'Payroll Section' configuration window for section 3000: Commission. The interface includes a left sidebar with navigation options like 'Employees', 'New', and 'Action'. The main area is divided into 'Calculation Details', 'Formulas', and 'Description' tabs. The 'Formulas' tab is active, showing fields for 'Multiplier Fixed/Formula' (set to 200) and 'Value Fixed/Formula' (set to 1). The 'Currency' dropdown is set to EUR. A 'Validate Section' button is visible in the top right. Red arrows point to specific elements: arrow 1 points to the 'Add Section' button in the bottom right; arrow 2 points to the '3000 : Commission' header; arrow 3 points to the 'Multiplier Fixed/Formula' field; arrow 4 points to the 'Value Fixed/Formula' field; and arrow 5 points to the 'Validate Section' button.

From now on, if you start the manual calculation of the Bulletin, it is always presented in MUR Rupees, the premium of EUR 200 is converted into Rupees using the inverse rate :



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The screenshot shows the 'Payroll Calculator' window with the 'Payslip' tab selected. The employee list on the left includes BEEHARRY Sylviana (Code: 00010). The main area displays the following details:

- Name: BEEHARRY Sylviana [00010]
- Post: Chargée Qualité
- NIC: B270319993345S
- Period: 24/Mar/2020 - 23/Apr/2020
- Salary Date: 30/Apr/2020
- TAN: 12204402

Code	Sections	Revenue	Deduction
1000	Basic	41,300.00	
2000	Transport	1,760.00	
3001	Commission	8,580.28	

Net Pay: Rs 47,449.28

A red arrow points to the Commission row in the table.

On the other hand, as soon as you click on the [Validate] button, the payslip is saved and made available in the Employee List, and will always have the amount in currency, whatever the exchange rate used:

The screenshot shows the 'Printing Payslip' window with a formatted payslip for ACME Ltd. The company details are:

- ACME Ltd
- Royal Road, Port Louis
- Tel: 2221234, BRN: C12152276

The Payslip details are:

- Period Start: 24-Mar-2020
- Period End: 23-Apr-2020
- Salary date: 30-Apr-2020
- Month: Apr-2020
- Advance: Rs 0.00

Employee details:

- Code: 00010
- Name: BEEHARRY Sylviana
- NIC: B270319993345S
- TAN: 12204402
- Post: Chargée Qualité
- Dept.: PRODUCTION
- Date Joined: 27-Feb-2017

Code	Sections	Revenues	Deductions	Employer
1000	Basic	962.67		
2000	Transport	41.02		
3001	Commission	200.00		
4000	NPS		13.10	26.20

A red arrow points to the Commission row in the payroll table.



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How to pay the Salary on a Mauritian bank account in foreign currency

It is then possible for you to make a payment in foreign currency to the Employee's bank account. To do this, on the Employee's file, go to the "Salary Settings" tab and then indicate the bank references of the account in the currency of the Employee's account in the Employee's file, taking care to indicate the currency of the account :

Employee: BEEHARRY Sylviana

Navigation: Personal | Employment | **Salary Settings** | Payroll Sections | Payroll groups | Loans | Private Settings | Leaves | Documents

Salary Payment: Monthly also in custom period

PAYE - Income Tax

TAN: 12204402

Pension Fund No.:

NPF/NSF Contribution

Contribution Code: S2 - STANDARD

Bank Details

Paid By Bank Transfer

Bank One

Bank Name: Bank One

Bank Account Number: 002477869

IBAN:

Currency: EUR

and [Save] the Employee file.

From now on, when you go to the 'Reports' section and the [Payments][v] button and select 'Bank Transfers', you will be presented with the default screen for MUR payments. Select the desired Currency and the screen will show you all payments to be made in that currency. Click on [Export] to generate the corresponding bulk file (make sure your bank accepts payments in foreign currency).

ACME Ltd - April 2020 - (24/Mar - 23/Apr)

Period: Apr. 2020 | Monthly Salary

Reports: **Payments**

Bank Transfer Report: April 2020

Currency: EUR 42.9014 Total Bank Amount: EUR 2,066.55

Code	Nid	MUR	Last name	First name	Bank	Account No	Netpay
00009	D201	EUR	DOE	Tom	ABSA	000001234567	960.54
Bank Subtotal							960.54
= Bank One							
00010	B270319993345S		BEEHARRY	Sylviana	Bank One	002477869	1,106.01
Bank Subtotal							1,106.01

Note : The system automatically selects the bank for the Company payment corresponding to the currency. Therefore, to pay in EUR, it is necessary to have set the Company to have an account in EUR ('Employer' section - [Company] button - "Bank" tab).